

## **City of Manchester, MO**

### **Certificate of Appropriateness Guidelines and Procedures**

#### **Section 400.400 – Guidelines**

In considering an application for a Certificate of Appropriateness, the Historic Review Commission shall be guided by the following standards, and design guidelines in addition to any area-specific design guidelines included in the ordinance designating the landmark or historic district.

(1) Reasonable efforts shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.

(2) The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

(3) Building alterations that have no historical basis and which seek to create an earlier appearance shall not be allowed.

(4) Changes which may have taken place in the course of time are evidence of the history and development of a building, structure or site and its environment. When these changes have acquired significance in their own right, they shall be treated the same as if they were part of the original structure.

(5) Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure or site shall be preserved when possible.

(6) Deteriorated architectural features shall be repaired, rather than replaced, whenever practicable. If replacement is necessary, the new material should match the material being replaced in design, color, texture, and other visual qualities. Repair or replacement of missing architectural features shall be based upon accurate duplication of features, substantiated by historic, physical or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

(7) The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

(8) Every reasonable effort shall be made to protect and preserve archaeological resources affected by or adjacent to any project.

(9) Contemporary design for alterations and additions to existing properties and for new construction may be permitted when such alterations, additions or new construction do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, material and character of the property, neighborhood or

environment.

(10) Whenever possible, new additions or alterations to structures shall be done in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

(11) The height of any proposed alteration or construction shall be compatible with the style and character of the landmark and with surrounding structures.

(12) The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the landmark, and with surrounding structures.

(13) The relationship of a structure to the open space between it and adjoining structures should be compatible.

(14) The design of the roof should be compatible with the architectural style and character of the landmark and surrounding structures.

(15) The scale of the structure after alteration, construction or partial demolition should be compatible with its architectural style and character and with surrounding structures.

(16) Facades should blend with other structures with regard to directional expression. Structures should be compatible with the dominant horizontal or vertical expression of surrounding structures. The directional expression of a landmark after alteration, construction or partial demolition should be compatible with its original architectural style and character.

(17) Architectural details including materials and textures should be treated so as to make a landmark compatible with its original character or significant architectural style and to preserve and enhance the landmark or historic district.

## **Procedures**

The meeting between the applicant and Historic Review Commission facilitates design review of the proposed improvements. Any agreed-upon requirements or conditions are written into the Certificate of Appropriateness.

### **Applicants should submit the following, if applicable to the proposed improvements:**

1. **Site plan** - an overview of the property with described improvements
2. **Elevations** - illustrated drawings of the sides of whole structures and improvements
3. **Floor/Building plans** - a scale diagram of a room or building drawn as if seen above
4. **Materials** - description and/ or sample of materials to be used for improvements
5. **Photos** - digital or prints that show the property, areas of improvement, and the streetscape with neighboring places.

While not wholly required, each of the above items would help the Historic Review Commission make informed determinations. Please submit the application as best as you can at least two (2) weeks before the next regularly scheduled meeting of the Historic Review Commission. Failure to supply sufficient information may result in the

application being denied or postponed.

At the meeting, the applicant and/or representations will have the opportunity to speak, and get their questions and concerns answered. If an applicant is unsure of what applies to a property, the Planning and Zoning Department staff will be glad to help.

Exterior alterations of landmarks mean additions, remodeling and all significant changes to doors, size, shape or design of windows, siding, porches, awnings, roofs, chimneys, and landscape features such as signs, greenhouses, fences, pools, decks, tennis courts, and outbuildings such as garages. New construction means infill or new, detached structures in a local historic district and/or site of a landmark.